



This document applies to career and technical education district's (CTED) central, central-leased, and community college campuses. This document does not apply to CTED satellite campuses/member districts.

## WHAT IS AN EXIT CODE?

Exit Codes are special codes used by the Arizona Education Data Standards (AzEDS) system to identify the status of a student when they withdraw from an LEA or at the end of a school year. **Exit Codes** are used at any point in the school year when a student withdraws from a school entity. **Year-End Exit Codes** are used to relay the status of a student at the end of the school year. Exit dates must be attached to both Exit Codes and Year-End Exit Codes.

Exit codes fall into one of three categories:

- Students that have graduated
- Students that remain in the cohort and did not graduate
- Students that exit the cohort

Each student may have only one exit code per school per fiscal/school year.

The "Graduation, Dropout, and Persistence Rate Technical Manual" prepared by ADE Accountability contains a full list of exit codes, including descriptions. The manual can be found on the ADE Accountability Resources web page here (under Technical Manuals and Codebooks):  
<https://www.azed.gov/accountability-research/resources>.

## EXIT CODES

### GRADUATES

Since CTEDs cannot grant high school diplomas, CTEDs should refrain from using the following Graduate exit codes:

- G – Graduated (year-end)
- W7 – Graduated (mid-year)
- S7 – Graduated (summer)

### NON-GRADUATES, REMAIN IN COHORT

Students that do not graduate but remain in the cohort include those that remain enrolled in the school entity in the following year (promoted or retained) and those that are no longer enrolled in the school entity but remain in the cohort for tracking purposes.

Since CTED central campuses may not be fully aware of which students will return to the central campus in the following school year, the following **year-end** codes should be used:

## COMPLETED CONCURRENT ENROLLMENT

- CC – Completed Concurrent Enrollment

CTEDs should use the CC exit code at the end of the school year when a central campus student completes the school year and is eligible to return to the program in the following school year (i.e., did not complete their CTE program). This includes 12<sup>th</sup> grade (seniors) that graduate from a CTED satellite campus but plan on returning to the CTED central campus in the year immediately following graduation.

## COMPLETED PROGRAM

- C – Completer

CTEDs should use the C exit code at the end of the school year when a central campus student completes the school year and has completed their course of study at the CTED central campus.

## DID NOT COMPLETE PROGRAM, WILL NOT RETURN

- A – Attended

CTEDs should use the A exit code at the end of the school year when a central campus **12<sup>th</sup> grade student** completes the school year but has not completed their course of study at the CTED central campus AND will not return in the following year to complete their course of study. If the student will return in the year immediately following graduation (from an Arizona high school), then the CTED central campus should use the CC – Completed Concurrent Enrollment exit code for the 12<sup>th</sup> grade student.

Both the CC and the C exit codes may be assigned only as a year-end exit code. CTEDs should continue to use the appropriate mid-year exit code for students that withdraw mid-year.

## EXITING THE COHORT - WITHDRAWALS

Students that transfer out of a CTED prior to the year-end must be withdrawn using the appropriate mid-year exit code. Although CTEDs are not responsible for graduating students, exit codes are still used for accurate tracking of students.

- W1 – Withdrawn to attend another school in-state

CTEDs should use the W1 exit code only when the student is withdrawn prior to the end of the school year to attend another school in Arizona. The W1 code cannot be used on the last day of school and should not be assigned one day prior to the last day of school to exit the student from the school entity (unless the requirement above applies).